

DD/A Registry
 25 0715/2

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agency Child Day Care Center Survey Results

FROM:

FWPM/EEO
 626 CoC

EXTENSION

NO.

DATE

19 April 1985

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/EEO

AAH

2.

3.

DD/OP/SP

YMM

4.

5.

6.

~~D/OP~~

7.

8.

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EO/DDA

19 APR 1985

EM

10.

ADDA

J

11.

DDA

J

12.

DDA Reg/fee

13.

14.

15.

The attached survey results were tabulated on the 650 questionnaires received in EEO by close of business on 16 April 1985. Last minute questionnaires continue to come in but we feel those received within the deadline are representative of the enthusiasm and need expressed by Agency employees for this project.



DD/A REGISTRY

FILE: 20-1

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35-0715/2

19 April 1985

MEMORANDUM FOR: Deputy Director for Administration

VIA: Director of Personnel

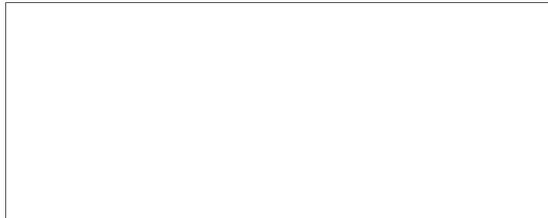
FROM: Federal Women's Program Manager
Office of Equal Employment Opportunity

SUBJECT: Survey for Day Care Center Facility

1. Pursuant to your request, the Child Day Care Center Planning Committee has conducted a survey of CIA employees concerning their interest in, and support for, an Agency on-site day care facility.

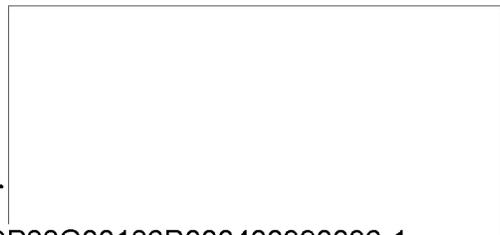
2. The survey was conducted through an all-employee questionnaire, distributed and collected by the Federal Women's Program, Office of Equal Employment Opportunity, and the results tabulated by the Federal Women's Program Advisory Council, Child Care Committee. Attached is a copy of the questionnaire, showing the basic numerical data provided by the survey and a summary of the results.

25X1



Attachments:
As stated

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REPORT OF CIA CHILD DAY CARE CENTER NEEDS ASSESSMENT

SUMMARYINTRODUCTION:

The following are the results of a survey conducted in April 1985 regarding child care concerns of CIA employees. The survey was sponsored by the Day Care Center Task Force at the request of the DDA. The questionnaire, distributed through an all-Employee Bulletin, was intended to gain useful data in three broad categories: how employees arrange child care at present; interest in the establishment of a local-on-site day care center; and what, if any, effect child care concerns have on employee productivity and morale.

RESULTS:

Of the 650 employees responding to the survey, 70% work at Headquarters Building and 30% at off-site locations. Responses to the questionnaire suggest that their child care needs support the establishment of an on-site facility and provide useful data on the type of facility and services that would meet the needs of the greatest number of employees.

TABULATED STATISTICAL DATA:

1. Respondee's Characteristics:

- Male	24%	(148)
- Female	77%	(502)
- Ages		
Under 24	9%	(61)
24-34	64%	(419)
35 or over	26%	(170)
- Work Schedules		
Regular day shift	76%	(493)
Flex/part-time	8%	(55)
- Present Child Care		
Babysitter	31%	(199)
Relatives	17%	(109)
Use day care centers	18%	(120)
- Approximate Family Income		
\$15,000-\$29,000	15%	(97)
\$30,000	24%	(156)
\$40,000 or more	61%	(397)

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2. Respondee's Attitudes/Opinions

- Would use Agency Center if available	92%	(516)
- Would use Center if available within next two years	77%	(500)
- Occasionally miss partial day of work due to child care problems	44%	(283)
- Occasionally miss full day of work due to child care problems	42%	(272)
- Job performance, productivity, morale and use of leave would improve with a center in close proximity to work	95%	(617)
- Reasons for not presently using day care centers		
- Too expensive	16%	(107)
- Too difficult to find	17%	(108)
- Poor quality or inconvenient	17%	(109)

3. Desired Center Features

- Hours of operation		
- Regular day shifts 0730-1730	76%	(463)
- Alternate schedules 0730-1900	8%	(55)
- Care for school age children on occasions when schools are closed		
- for holidays/snow	96%	(621)
- summer vacation	89%	(577)
- Acceptable fees		
- \$50-\$70 per week per child	65%	(364)
- \$80-\$100 per week per child	25%	(163)

Note: Percentages are rounded off to the nearest whole number. Where totals do not equal 100% the difference is the number of people failing to respond to that question or part thereof.

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RESPONDENTS COMMENTS

Many respondees included comments, personal views and statements of problems posed by various child care arrangements. The most representative of these are summarized as follows:

1. Many stressed that infant care is desirable and much needed. Families with more than one child (e.g., one infant and one toddler) would prefer to have both cared for at the same facility.
2. Respondents expressed their feelings that an on-site facility would relieve the anxiety caused by having to rush to day care centers to pick up children before they closed or when they must find other arrangements when their babysitter is ill.
3. Several expressed a desire to start families but have great reservations as to their need to continue working and getting dependable quality care for their children.
4. Several respondents indicated that they were confident that a child care center at CIA would be well run and attract high quality personnel to operate it.
5. Comments were made suggesting that the establishment of an on-site center would attract hard to get applicants to the Agency and would be an incentive for more women to return to work after the birth of a child.
6. Many parents were concerned with finding child care that offered a constructive program for school holidays and vacations. Some suggested the hiring of teenagers of Agency employees to work at the Center during the summer months.
7. Several employees expressed a desire for "drop-in" or "part-time" day care to provide child care during emergencies or last minute problems with their regular child care arrangements.
8. It was noted that child care concerns in combination with rotating shifts, overtime work, TDYs, etc. have adversely affected the overall career plans of many of those employees who responded to the survey.

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9. Employees desire quality, not simply custodial care. Many would like to provide input into the running of the Center - they want to be involved. Several were people with no children of their own, or with grown children, who feel an on-site center would be a great benefit to the Agency.
10. Questionnaires were accented by such comments as:
 - "Where was this when I needed it??"
 - "I wholeheartedly support this effort."
 - "I have a degree in child development, how can I help."
 - "At last this worthwhile employee-oriented program will be a reality."
 - "A fantastic idea!"
 - "Child care is becoming a critical issue - how can I help?"
 - "It's time we had such a facility - how soon?"
 - "Ideal for convenience, reliability and expense!"
 - "Now I'll get married and have children."
 - "Live 65 miles from work - I need it now."
 - "Long overdue - will do more to relieve the clerical shortage than anything I know."
 - "Couldn't you speed it up?"
 - "An excellent idea - should have come sooner."

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CIA CHILD DAY CARE QUESTIONNAIRE

1. If a CIA Child Care Facility were available at Headquarters Building, would you use it?

a. Yes 596 b. No 51

2. If the facility opened in Fall 1987 would you use it immediately?

a. Yes 500 b. No 122

3. Please indicate the number of children you presently have in the following age groups:

	NONE	ONE	TWO	THREE	MORE
6 weeks to 6 months		<u>74</u>	<u>12</u>		
7 to 18 months		<u>176</u>	<u>2</u>		
19 to 24 months		<u>52</u>	<u>3</u>		
25 to 48 months		<u>118</u>	<u>11</u>		
49 to 60 months		<u>90</u>	<u>8</u>	<u>1</u>	<u>5</u>

4. Are you planning to have children or adopt in the:

146 Next year
152 Next two years
163 Future

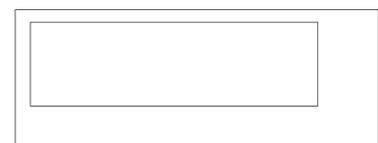
5. Please indicate the maximum amount you could afford per child for day care, computed on a 9-hour day, 5-day week, and including hot lunch and two snacks daily. Please mark only one.

<u>183</u> \$50/week	<u>68</u> \$80/week
<u>193</u> \$60/week	<u>25</u> \$90/week
<u>113</u> \$70/week	<u>70</u> \$100/week

6. Are you under cover? 103
Type _____

7. In order to determine the peak arrival and departure times at the center, please indicate your preferred hours of use. Please mark only one.

<u>10</u> 0600 - 1530	<u>120</u> 0730 - 1700	<u>43</u> 0800 - 1830
<u>38</u> 0630 - 1600	<u>119</u> 0800 - 1730	<u>12</u> 0900 - 1900
<u>112</u> 0700 - 1630	<u>40</u> 0730 - 1800	



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C-O-N-F-I-D-E-N-T-I-A-L

8. How are your children cared for during your working hours?:

18 Child's older brother or sister.
91 Mother or other adult relative
199 Babysitter in his/her home
180 Day Care Center
23 Cares for self
21 Day care provided in your home

9. How do you feel about your present child care arrangements?

125 Very satisfied
153 Satisfied
100 Neutral
41 Dissatisfied
7 Very dissatisfied

10. If you don't have the child care arrangement that you would prefer, why not?

50 Can't afford it
57 Too expensive
108 Difficult to find it
33 Generally available but is of poor quality
76 Not convenient to home/work

11. How often do problems with babysitting or child care arrangements cause you to:

Miss a part of a day: 76 Never 213 Once in a while 26 Frequently

Miss a complete day: 78 Never 272 Once in a while 17 Frequently

12. Which, if any, of the following do you feel would improve by having day care facilities at Headquarters:

225 Your possibilities for career advancement/training/etc.
178 Your attitude towards your job
259 Your productivity/overall job performance
78 Your relationships with supervisors and co-workers
349 Use of leave
198 Tardiness
201 Your job longevity
201 Physical/Emotional problems
287 Morale

C-O-N-F-I-D-E-N-T-I-A-L

13. Please indicate your usual work schedule:

493 Regular day work
55 Flex hours
57 Part-time (cite number of hours _____)
14 Alternate work schedule

____ Eve shift
____ Mid shift
____ Rotating shift

14. Does your job require overtime?

81 Routinely
130 Occasionally
163 Never

15. If your return to work after the birth/adoption of a child was delayed by child care problems, how long was the delay?

42 Up to two weeks 27 Less than eight weeks
37 Less than six weeks 46 More than eight weeks

16. Would you like to have day care for your school age children on occasions when the school systems close and CIA is open:

621 Yes 27 No

17. Would you like to have summer day care/day camp for your elementary age children:

577 Yes 37 No

18. Though you have no plans at present to use an Agency day care center, even if one were set up, would you be willing to be involved?

200 Yes, by working on the initial planning phase.
216 Yes, by working on a committee of an ongoing program.
111 Yes, by serving on the Board of Directors.
214 No.

If answer is yes, please advise the Federal Women's Program Manager in Room 626 Chamber of Commerce.

THANK YOU FOR YOUR COOPERATION

C-O-N-F-I-D-E-N-T-I-A-L

THE FOLLOWING QUESTIONS WILL ENABLE US TO DESCRIBE THE CHARACTERISTICS OF THE SURVEY SAMPLE. PLEASE ANSWER THEM COMPLETELY.

1. What is your age

a. 24 or below	<u>61</u>
b. 25 to 34 years	<u>419</u>
c. 35 to 44 years	<u>170</u>
d. 45 and older	<u>11</u>

2. What is your sex?

a. Male	<u>148</u>
b. Female	<u>502</u>

3. What is your marital status?

a. Single	<u>62</u>	
b. Married	<u>541</u>	
c. Divorced or separated		<u>27</u>
d. Other	<u>16</u>	
	(specify)	

4. Where do you work?

a. Headquarters	<u>456</u>
b. Rosslyn	<u>55</u>
c. Stafford	<u>43</u>
d. <input type="text"/>	<u>22</u>
e. Other	<u>81</u>
	(specify)

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5. Approximate family income:

a. \$15,000	<u>31</u>
b. \$20,000	<u>66</u>
c. \$30,000	<u>156</u>
d. \$40,000 or more	<u>389</u>

C-O-N-F-I-D-E-N-T-I-A-L